State of Utah
Department of Human Resource Management
HR Enterprise & Utah Job Match
Security Access Request Form

Agency/Department	Division	Date Requested

Request Type
- ☐ New
- ☐ Delete
- ☐ Change

Type of Change
- ☐ Name
- ☐ User ID
- ☐ Other _____

Section 1 - Individual Requesting Access to the HR Enterprise System and Utah Job Match

Name: _____   Title: _____

Phone: _____   Employee ID # _____

Section 2 - Security Information

User ID: _____

Note: This is the same user id used to log into your computer, i.e. PEAAA.

Section 3 - Access Information This form supercedes all other security forms. Please include all necessary access.

Home Org # _____

Agency #: _____   Low Orgs or Ranges: _____

Agency #: _____   Low Orgs or Ranges: _____

Agency #: _____   Low Orgs or Ranges: _____

Agency #: _____   Low Orgs or Ranges: _____

Agency #: _____   Low Orgs or Ranges: _____

Section 4 - Signatures I understand the HR Enterprise system is considered to be private and confidential. It is a breach of security to divulge logon ID and password information. Failure to maintain the confidentiality of data, logon ID, and password could result in the removal of access to the system and/or disciplinary action.

Employee Signature	Date	Print Supervisor Name
Supervisor Signature	Date	Department HR Director Signature

Section 5 - HRE Access Options *If no access level is selected, access will default to "None"

	None	Inquiry	Inquiry & Data Entry	Approval
Access Level:				

Human Resource Enterprise

1. Job and Position Management

	None	Inquiry	Inquiry & Data Entry	Approval
Job	☐	☐	☐	☐ DHRM only
Job Approval (DHRM only)				☐ DHRM only
Position	☐	☐	☐	☐ (1st Level)
Position Approval				☐ (2nd Level)

2. Employment

	None	Inquiry	Inquiry & Data Entry	Approval
Calendar	☐	☐		
Employee	☐	☐	☐	
Employee Assignment	☐	☐	☐	
Employee Certificates	☐	☐	☐	
Employee Education	☐	☐	☐	
Employee Emergency Contact	☐	☐	☐	
Employee Licenses	☐	☐	☐	
Employee Physical Characteristics	☐	☐	☐	
Employee Property	☐	☐	☐	
Employee Review	☐	☐	☐	
Employee Status	☐	☐	☐	
Employee Terminations	☐	☐	☐	
Employee Work Location	☐	☐	☐	
Employment Reports	☐	☐		
Employment Verification	☐	☐		
Fiscal Year End Reports	☐	☐		
Job & Position Reports	☐	☐		
Leave Actions	☐	☐	☐	
Salary Actions (choose one)			☐	☐
Salary Reports	☐	☐		
Step Pay Plan	☐	☐		
Work Schedule	☐	☐		

3. Training Records Management

	None	Inquiry	Inquiry & Data Entry	Approval
Agency Required Courses	☐	☐	☐	
Class Enrollment	☐	☐	☐	
Class Instructor	☐	☐	☐	
Class Schedule	☐	☐	☐	
Course Catalog	☐	☐	☐	
Employee Certificates	☐	☐	☐	
Employee Education	☐	☐	☐	
Employee Licenses	☐	☐	☐	
Employee Property	☐	☐	☐	
Employee Training Record	☐	☐	☐	
Employee Training Schedule	☐	☐	☐	
Job Required Courses	☐	☐	☐ DHRM only	
Position Required Courses	☐	☐	☐	
State Required Courses	☐	☐	☐ DHRM only	
Training Reports	☐	☐	☐	
Training Vendor	☐	☐	☐	

Note: All HRE Users will be given Inquiry rights to Data Level Control Security & Approval Security

Data Warehouse Access

Employee	☐ Yes	☐ No
Training Records Management	☐ Yes	☐ No

Section 6 - Utah Skill Match - Resumix	Recruiter	Operator	System Administrator
Recruitment/Selection	☐	☐	☐

Section 7 – Utah Job Match – Job/Position Analysis Access Options

Roles
(Choose all that apply)

1st Level Job Approver – DHRM Only ☐
1st Level Position Approver ☐
2nd Level Job Approver – DHRM Only ☐
2nd Level Position Approver ☐
Administrator – DHRM Only ☐
Agency Data Entry ☐
Agency Job Approver ☐
Agency Position Approver ☐
Classification Director – DHRM Only ☐
Read - Only ☐

Activities for each role
(Choose all that apply)

	Inquire	Update	Create	Delete
1st Level Job Approval - DHRM Only	☐	☐	☐	☐
1st Level Position Approval	☐	☐	☐	☐
2nd Level Job Approval – DHRM Only	☐	☐	☐	☐
2nd Level Position Approval	☐	☐	☐	☐
Agency Job Approval	☐	☐	☐	☐
Agency Position Approval	☐	☐	☐	☐
End Job - DHRM Only	☐	☐	☐	☐
End Position	☐	☐	☐	☐
Job Analysis	☐	☐	☐	☐
KSA Maintenance – DHRM Only	☐	☐	☐	☐
Other Qual/Reqs Maint – DHRM Only	☐	☐	☐	☐
Position Analysis	☐	☐	☐	☐
Required Certificate Maint - DHRM Only	☐	☐	☐	☐
Required Education Maint - DHRM Only	☐	☐	☐	☐
Required Licenses Maint - DHRM Only	☐	☐	☐	☐
Task Maintenance – DHRM Only	☐	☐	☐	☐

Inquire – This allows the user to view information entered in UJM.

Update – Users will be able to update information that is already created in UJM. (Users can only change information that they created).

Create – Users can create Job Analysis and Position Analysis.

Delete – This will allow users to delete information created in UJM. (Only DHRM can delete Job Analysis after approval).